

UNITED STATES DEPARTMENT OF THE INTERIOR
National Satellite Land Remote Sensing Data Archive

Advisory Committee Meeting

Minutes of

Final Meeting of 2-Year Charter

Reston, Virginia

April 26-28, 2000

Committee Membership

Academia

Laboratory researcher-data user:	Dr. Marion Baumgardner, Purdue Univ. (Retired)
Classroom educator-data user:	Dr. Grady Blount, Texas A&M

Government

Federal data user:	Mr. Glenn Bethel, USDA/Farm Service Agency
Federal data user:	Mr. Darrel Williams, Landsat Scientist, NASA/GSFC
State data user:	Ms. Amy Budge, Univ. New Mexico, EDAC
Local data user:	Mr. Paul Tessar, Boulder County, CO

Industry

Data management technologist;	Dr. John MacDonald, Chairman, MacDonald-Dettwiler (Retired)
Licensed data provider:	Mr. John Copple, CEO, Space Imaging
Value-added or other data provider:	Ms. Kass Green, President, Pacific Meridian

End user: Mr. Joseph Harroun, Cargill, Minneapolis, MN

Other

Non-affiliated individual at-large: Prof. Joanne Gabrynowicz, Univ. of North Dakota

Non-government organization: Ms. Prudence Adler, Assoc. Dir., Research Libraries

International non-U.S. representative: Dr. Edryd Shaw, Director General, CCRS

At-large from any sector: Dr. George Robinson, Robinson & Assoc. Law Offices (General Counsel Smithsonian- Retired)

At-large from any sector: Dr. Annette Krygiel, National Defense University

Ex-Officio

Long-term land archive Mr. Thomas Holm, EROS Data Center

Long-term oceans & atmospheric archive Dr. Kenneth Davidson, NOAA

Record of Committee Meeting Attendance

April 26-28, 2000

Present:

Ms. Prudence Adler

Dr. Marion Baumgardner

Mr. Glenn Bethel

Dr. Grady Blount

Ms. Amy Budge

Dr. Kenneth Davidson

Prof. Joanne Gabrynowicz

Ms. Kass Green

Mr. Joseph Harroun

Mr. Thomas Holm

Dr. Annette Krygiel

Dr. John MacDonald

Dr. George Robinson

Dr. Edryd Shaw

Mr. Paul Tessar

Mr. Darrel Williams

Absent:

Mr. John Copple

Record of Committee Meeting Attendance

October 20-22, 1999

Present:

Dr. Marion Baumgardner

Mr. Glenn Bethel

Dr. Grady Blount

Ms. Amy Budge

Mr. John Copple

Dr. Kenneth Davidson

Prof. Joanne Gabrynowicz

Ms. Kass Green

Mr. Joseph Harroun

Mr. Thomas Holm

Dr. Annette Krygiel

Dr. John MacDonald

Dr. Edryd Shaw

April 21-23, 1999

Present:

Ms. Prudence Adler

Dr. Marion Baumgardner

Mr. Glenn Bethel

Dr. Grady Blount

Ms. Amy Budge

Mr. John Copple

Dr. Kenneth Davidson

Prof. Joanne Gabrynowicz

Ms. Kass Green

Harroun

Thomas Holm

Dr. Annette Krygiel

Mr. Joseph

Mr.

Dr. John

MacDonald

Mr. Darrel Williams

Dr. Edryd Shaw

Mr. Paul Tassar

Absent:

Absent:

Ms. Prudence Adler

Robinson

Dr. George

Dr. George Robinson

Mr. Darrel Williams

Mr. Paul Tassar

Record of Committee Meeting Attendance

October 28-30, 1998

Present:

Ms. Prudence Adler

Dr. Marion Baumgardner

Mr. Glenn Bethel

Dr. Grady Blount

Ms. Amy Budge

Dr. Kenneth Davidson

Prof. Joanne Gabrynowicz

Mr. Joseph Harroun

Mr. Thomas Holm

Dr. Annette Krygiel

Dr. John MacDonald

Dr. George Robinson

April 2-3, 1998

Present:

Ms. Prudence Adler

Mr. Glenn Bethel

Dr. Kenneth Davidson

Prof. Joanne Gabrynowicz

Ms. Kass Green

Mr. Joseph Harroun

Mr. Thomas Holm

Dr. Annette Krygiel

Dr. John MacDonald

Dr. George Robinson

Dr. Edryd Shaw

Mr. Paul Tessar

Mr. Paul Tessar

Absent:

Mr. John Copple

Dr. Anthony Janetos

Ms. Kass Green

Dr. Edryd Shaw

Absent:

Dr. Marion Baumgardner

Dr. Grady Blount

Ms. Amy Budge

Mr. John Copple

Dr. Anthony Janetos

Record of Data Archive Workshop Attendance

October 8-9, 1997

Present:

Ms. Prudence Adler

Mr. John Antenucci

Dr. Frank Beurskens

November 12-23, 1996

Present:

Ms. Prudence Adler

Mr. John Antenucci

Dr. Marion Baumgardner

Dr. Grady Blount

Dr. Frank Beurskens

Ms. Amy Budge

Dr. Grady Blount

Dr. Kenneth Davidson

Mr. John Boyd

Dr. Marshall Faintich

Dr. Darlene M. Carlson

Mr. Thomas Feehan

Dr. Karen Coker

Prof. Joanne Gabrynowicz

Mr. John Copple

Ms. Kass Green

Dr. Kenneth Davidson

Mr. Thomas Holm

Mr. Thomas Feehan

Dr. Anthony Janetos

Prof. Joanne Gabrynowicz

Dr. Gerald Nelson

Ms. Kass Green

Dr. George Robinson

Mr. Wayne Hallada

Mr. Mike Scott

Mr. Thomas Holm

Mr. Paul Tessar

Dr. Thomas Lillesand

Mr. David Thibault

Dr. John MacDonald

Dr. Kenneth Thibodeau

Dr. Gerald Nelson

Dr. Darrel Williams

Dr. George Robinson

Mr. Robert Wimer

Mr. Mike Scott

Mr. Paul Tessar

Mr. David Thibault

Dr. Kenneth Thibodeau

Absent:

Absent:

No applicable record.

No applicable record.

Day 1 - Wednesday, April 26, 2000

Introduction

Members gathered for the beginning of the meeting.

Welcome

Dr. Donald Lauer, acting in the capacity of Assistant Chief, National Mapping Division, welcomed the members. Dr. Lauer explained that the field centers were moving toward integrated sciences and away from the Divisions. The Committee has been very valuable. We have cherished the advice and counsel of the Committee. Given the basic data set, NASA data buy, and the diverse backgrounds of the members, the Committee has really helped the Archive.

This is the last Committee meeting for the first charter and I thank you for coming.

Logistics and Agenda Review

The critical issue on the agenda is the white paper on restricted data access. This discussion will cover Wednesday afternoon through Thursday. (Holm)

Tom Holm introduced those also in attendance:

Larry Pettinger, Remote Sensing Scientist, involved in the liaison of satellite data

Beth Duff, works with the information and delivery of data

John Faundeen, Chief, Data Management and Program Manager for archiving and information at the EROS Data Center. John is the focus of archiving at the Data Center.

USGS/NSLRSDA Report to the Advisory Committee on Following AAC Advise

Thomas Holm talked about what has been done with the Committee's advice, where the Archive is going and where changes have occurred. Some times the advice is difficult to hone in on since the advice does go across many areas.

In no particular order, the Committee advice and the Archive response:

Adopt the data definition for unenhanced data.

We are using the data definition.

Pursue the best means of having established, continuous and sustained access to legal and policy expertise.

We have not been able to establish an actual policy at the Center. We have talked to the solicitor's office and we continue to get positive support from them. We don't have the focused position at the Data Center but we do have authorization to add an archivist in the Data Services Branch.

Assist the USGS in promoting the development of commercial use of remotely sensed data.

The Business Partner Program released a satellite addendum (Landsat 7 only). We are continuing to work brokerage services and looking at better, more effective ways to handle brokerage. We have had a preliminary meeting with NIMA's Commercial Imager Program representatives and the USGS is working on a 2001 authorization that will include a modest data buy and funding to promote research of the data. NASA data buy—We have a signed MOA with NASA. Part III says that data will be going to the DAAC for project distribution. We are working with Stennis on how this will be done. We have sample data and we are putting together project plans.

Assist the USGS/EDC in expanding their relationship to land remote sensing data users through a focused outreach program and continuous solicitation of current and potential user input.

AAC endorses and reinforces the recommendation to increase the visibility of the Archive. We have done a video, a mass mailing, a color brochure (currently being updated), and the web page user assessment. Through business partners we have done web references. The Committee advice has really helped with our visibility before Congress and, in particular, the budget. We have been able to get on the list for Congressional briefing boards. We have focused material on the Archive to be presented at various USGS conferences. A display is being completed at EDC that will help. At ASPRS, scientists will be telling how they use the data from the Archive. 80+ scientists at EDC have published papers that are presented throughout the Nation and internationally. The papers talk about the use of the data. We have a USGS/CEOS web page and

brochure. We sponsored the purge alert data page. NSLRSDA was moved to the front page of the EDC web page (4 million hits a month).

(Robinson)-the 125th anniversary of the Cosmos Club is scheduled for 2003 in Washington, D.C., with a series of seminars and workshops. Contact: Julian Stesch, NASA—or get additional info from George. Ask the Cosmos Club to have the USGS Archive involved and participating in the anniversary. Should also check with the National Geographic Society. Let people know what is available at EDC and what isn't.

(Krygiel)-it is still important to do more. Increase the tempo to increase visibility of what is being done with the Archive data. It not only shows what has been done but what will be done.

(Adler)-get a hot button to the National Atlas from our web page. They get 10 million hits a month.

(Baumgardner)-I have spent a lot of time on the web at different sites. There has been a lot of integration of data. We should be contacting them for linkages to the Archive. Their reason for being is to study change and they should have ready access to the Archive.

(Holm)-ASPRS 2000 is the first model of being accessible. We need to find more conferences that focus on the reliance of the data.

(Robinson)-Consortium – State Space Grants Consortium--Some of these monies that the states have can be used to encourage and promote the Archive. States are developing their own centers for advanced technology research. It doesn't cost anything to get these groups involved. They have funds available. We may be able to use these kinds of funds.

(Faundeen)-We have an arrangement with Federal agencies on data for the U.S. to let people download data from an anonymous ftp at zero cost. If we add other data that are larger megabytes, we may have to charge.

We will see how the ASPRS 2000 goes and move from there.

(Budge)-Can ESIC's be more focused on the Archive? Have a NSLRSDA presentation at the next ESIC meeting.

Advice/Responses (Cont'd.)

Adopt the definition of the "Basic Data Set" and accept into the Basic Data Set the following data sets: Foreign Landsat 1-5, Landsat 7, MODIS, ASTER, SRTM, LightSAR, ALOS Japan, Vegetation Canopy Lidar. Establish and adopt a comprehensive collections management policy and process.

The Satellite Systems Initiative Program was established to focus attention on external customers and clients and what role USGS should play in the acceptance of data. We have set up the Data Archive Review Team (DART), an official board to evaluate data sets. DART could become a subgroup of AAC. NASA wants the Archive to start the evaluation of Landsat 7 ASTER,

MODIS, for conversion to the Archive. We are looking at a transition plan. SRTM is coming to the USGS (about a year out). ALOS (Japanese system)—John Boyd is participating on the review board. Purge alert from India on Landsat 1-5 archive. Holm met with representatives from India. Logistics are being worked out, a letter was sent asking for a point-of-contact. They are not purging everything, just selective material. John Boyd is working with them. We were asked to go after data that was to be lost. We haven't gone to everyone because we don't have the resources. We will have to do it as the purge alert opportunities come up. SIR-C data—EDC DAAC, who funds this system, wants to cease funding and are looking for a home. They have contacted AK SAR facility and the National Archive to take this collection. It is important to have a Committee look at this. To get this data into a form that can be used is extremely expensive. We have to make judgments based on dollars. We think it belongs in the National Archive and are working out a transition plan.

(Blount)-We need to have the mission drive the program, not the budget. Need more aggressive lobbying for funds.

(Krygiel)-If we publicize the use of this data it will help collect money for the issue. The ability of the Archive goes along with getting money for the Archive.

(Blount)-What about different educational assistance becoming a part of the Archive and using their Congressional funding to help with a development program?

(Holm)-This might ease the Congressional funding to places other than the Federal Government.

We need to establish affiliate archives and ways to fund them. This is just another source of funds. We need to do more on the visibility of the Archive and find a way to bring the glamour to it. This could be a public relations bonanza.

DART recommends and documents costs and then makes recommendations that go forward to management. First recommendation is science.

(Krygiel)-Increase the beat on outreach.

(Holm)-We have an outreach group at EDC that are focused on local outreach. They are not focused on the National Archive. They need to be more focused. EDC does not have the resources or the right skill mix in staff to take the message out. It wouldn't take much to do more. There are things in the Bureau that are changing. The EDC will become a National Center. Don Lauer will be reporting directly to headquarters. This relationship might afford us some opportunities to do more outreach. We have a potential release of an RFI (request for information) to seek information from industry about discontinuing some of EDC's distribution activities. Can they do it faster, cheaper, etc.?

Advice/Responses (Cont'd.)

In order to initiate meaningful, good-faith negotiations between NSLRSDA and a private remote sensing licensee, the following recommendations should be submitted to NOAA: -- minimum 6 month notice prior to a data purge, and -- provide metadata on data to be purged.

We have notified NOAA on purging data. We will be having a meeting with the licensee commercial providers at EDC, August 29-30, 2000. And, there is a Long Term Archive (LTA) workshop scheduled for May 2, that will involve USGS, NOAA, and NASA.

Advise that the USGS and NASA should enter into discussion to establish a transparent transition of archiving and distribution responsibility between the LPDAAC and NSLRSDA.

We have sent people to the EDC DAAC Science Advisory Committee Meeting. NASA announced that EOS will recover the cost of data (COFUR). This will affect many, but will not have a negative impact on us. We received official notice to plan for the transition of ETM+, ASTER, and MODIS. NASA has offered the National Archive the backup systems (that they don't need to use). We have leveraged the Landsat 7 system and we hope to do this with ASTER (they will give it to us). Is it the right decision to take now and pay later? Data is more subject to loss. Do we act now or wait until later when there is a backlog?

Recommend that in order to be consistent with the 3-year time line contained in the USGS/NASA MOU's, NSLRSDA should only ingest 3-year and older Landsat 7 data and apply this same criteria to other data sets. Recommends that EDC create some form of archive qualification process for affiliate archives to ensure compliance with NSLRSDA.

We have adopted the 3-year time line but are looking at it on a case-by-case basis. We are looking at the NARA requirements as regards affiliate archives.

Recommends that the Archive engage, through an on-going set of processes, the Earth Systems Science users in defining what the minimum requirements are for maintaining a long-term Archive.

We want to do this in a more formal way. The area of more science advisors will be a priority for the second Committee.

Conclusion: There has been good advice and we have used it. Budget has been increased because of the Committee. We are now looking at the initiatives for FY 2003. (a) engage the private sector and keep them an advocate for us, (b) successful long-term funding for this Federal mandate. The Archive is growing and we will need a budget increase in order to do the job.

NSLRSDA Budget

(Faundeen) In FY 2000 we are planning the purchase of a conversion system. This causes a bump in the dollars. If we have to purchase equipment to augment systems it will come out of migration.

(Krygiel)-If you flush it out in the data acquisition would help justify getting more money. Increase research, purchase data. Never ask for dollar in increased operational funding. To get new acquisitions, show how expensive acquisitions are.

(Faundeen) A warrant can be issued (in an RFP). We are looking at archives that are available and that meet the NARA requirements. We are also looking at offsite space to house additional copies of the Archive. We are looking at the next generation of converted data. Earth Explorer has been released. Credit cards on accounts at EDC can be used. EE will go public during the ASPRS. This should be the Landsat 7 stop for all data. EDC has an assessment program. Outreach is funded out of this but is more Centerwide in use. Some of the dollars are held at EDC and some at headquarters.

User Assessment

The User Assessment was available through the web page. We have had 3 responses and the information is not helpful. With USGS approval, we need to formalize a new assessment. We will try to focus on 3 to 4 questions.

Can an incentive be offered? Get feedback from groups when you have them at conferences, meetings, etc. Do people know they are ordering data from the Archive? Can we have a “bend-over” card for Archive purchased data? NIMA may have help to offer on how well their research, electronically did.

(MacDonald)-On the user card, take one of the questions off and periodically add one, like every 10,000.

AAC Report to the Director, USGS and Chief, NMD

Report by Joanne Gabrynowicz. Slides from presentation are in Section 7 of the AAC, April 26-28, 2000 book. Presentation was given to Chip Groat, Director, USGS; Richard Witmer, Chief, NMD; Donald Lauer, Associate Chief, NMD; and Hedy Rossmeissl, Chief, DID/NMD.

(Krygiel)-This is a great committee to be on because of the diversity of participants. This is like no other advisory committee because it has been given a chance to pass along the recommendations from the meetings. Recommend that the next Committee have the opportunity to amplify and explain other than in a paper process. There are some very strong proponents for the Archive. This form has enabled a lively discussion of interpretations and allowed the USGS to act on the recommendations. The Committee has offered some very helpful recommendations but there needs to be more interaction with others. It is important that high levels within USGS be aware of the Archive.

(Tessar)-It is a funding issue because there are many archives at EDC but only one National Archive. Need to think very carefully about the collocation of archives.

(Krygiel)-Not all policy has been agreed to or discussed. Outreach and others are open to many opinions.

(Baumgardner)-Global issues—there is no other viable option for observing data. Many foreign entities are becoming too coalesced. The many different partners are a major user of the Archive and we haven’t addressed their issues very much. They will depend heavily on the Archive.

(Tessar)-I would like to urge full partnership with State and local governments to share this data. It is often academia; States and local entities are left out of sharing the data because it is restricted to the Federal government. The Archive is one area where we can work together and share.

(Witmer)-I appreciate the time and effort the Committee has spent.

ASPRS NSLRSDA Sessions

(Budge) On Thursday, May 25, 2000, there is a Special Session on National Satellite Land Remote Sensing Data Archive (NSLRADA) chaired by Amy Budge and Thomas Holm.

(Holm) There are 3 abstracts in the AAC Book, Section 5. These abstracts are applications and real life examples that emphasize the Archive.

There is another Landsat 7 value-added workshop on Tuesday morning and a Landsat Data Users Workshop on Tuesday afternoon.

NSLRSDA Data Policy

The Draft NSLRSDA Data Policy is located in Section 8. The policy is produced from public law, national space policy and specific advice in the white paper from this group.

Literally, everything we agreed to is what is in the data policy. Do we want to reopen the discussion?

Bullets should be identical to the white paper.

Discussion continued on the area of the data policy that was not consistent with approved documents.

(Krygiel)-Suggest that Thomas Holm take the time to do the bullet-by-bullet comparison against the documents in question.

NSLRSDA Outreach to International Organizations

(Baumgardner)-A handout was sent around. Several points were made: How do we get the data we need? Must work from the local level to the top. There are no good maps of global resources. We do not have the data sets to observe the changes in the Earth. Couldn't operate separately. They needed to exchange ideas and technology. Most of the groups are in developing countries. Biggest cost of the budget was the cost of getting satellite data. Didn't believe that by the year 2000 we would be talking about 3 to 4 million satellite data products. There is a major effort going on in the international community for developing data and linkages of individual data sets around the world.

The list attached to the handout is of people who should be aware of the Archive. Is there a value to sending out a letter to these people pointing out the web page.

(Krygiel)-This would be a good first step for the National Archive to get more visibility.

The Committee on Science and Technology (meets every 2 years) deals with global data management. AAC should do a presentation to this committee. CEOS and IGAS are becoming partners and have an annual meeting. They are trying to promote global observing systems. We have to think about what kind of product the global community is looking for. We should get RJ on the agenda and make a presentation in Latin America in November.

(Krygiel)-Resolution/recommendation. NSLRSDA increase outreach to the international organizations through presentations and use of products that are of interest and necessary to those communities.

ISPRS meets every 4 years (will be meeting July 16). Amy will check on whether we can get a poster or something at this meeting.

EDC is a World Data Center. That is another tie that could be used. We are looking to be the Data Center for land cover.

NOAA has sponsored EDC at CEOS meetings. We have asked for membership to the Plenary Committee. RJ and Lauer will be talking before this committee.

If you have organizations that you think AAC should be a member of, please put it on a piece of paper and get them to Joanne.

Joanne has been in contact with the European Advisory Archive Group, our counter part. The next AAC group should make contact with EOPOL.

Restricted Data Access White Paper Report and Discussion

We will spend most of tomorrow to finish the White Paper (Section 9).

What we have is the document from the February meeting. We tried to be as complete as possible. We have no input from the commercial sector. Tessar did send comments. We do have changes to the document that can be printed and passed out.

Day 2, Thursday, April 27, 2000

Restricted Data Access White Paper Report and Discussion (Continued)

Discussions began on the restricted data white paper. Gabrynowicz started by addressing the major issues/points that need to be discussed:

1. Accession, ingesting, distributing.
2. Placing of high shed in many places.

3. Recommendations/legal re purging notices.
4. State and local user categories, commercial
5. Uniform status for all users.
6. "Commercial" is neutral.
7. Extend Archive in policy into developing material, environmental data sets.
8. Definitions: "public domain" "value-added products"
9. 1.C.1 regarding obligations of licensees, contradictory language.
10. Term: substitute "earth observing sensor data" for "Landsat data"
11. Guidelines for industries to transfer data to Archive – clarity.
12. Basic problem: relationship between Archive and company.
13. Purge is owner initiated. Data vs. restricted data-Archive initiated.

Recommendations from the draft white paper:

1. In order to fulfill its mission the Archive may acquire restricted data even if there are limitations on subsequent access and use of the data.
2. Accept restricted data into the Archive with sunset clauses in which all conditions including cost, expire no later than five years.
3. Accept no restricted data subject to royalty arrangements.
4. Only accept data into the Archive if ephemeris data, processing parameters, metadata, instrument characteristics, calibration parameters are included.
5. In exchange for the cost of maintaining restricted data that are accepted into the Archive, U.S. government, academic, and educational users will have unrestricted use of the data as if the restricted data were in the public domain.
6. Restricted data in the Archive will be made available to appropriate government organizations as if it were in the public domain, in the event of natural US hazards/disasters.
7. Public domain and restricted data should be available in a meaningful manner to the user.
8. U.S. commercial system licensees will notify the Archive no less than 12 months prior to purging their data.
9. The Archive should establish processes to encourage non-U.S. government and non-U.S. government licensed satellite operators to notify the Archive of purge plans.
10. Investigate "Free and unrestricted use for non-commercial purposes," in particular academic and educational purposes. (see wmo resolution 40)

Discussion continued on the white paper and Budge worked with the document on the screen making changes that were discussed. Final recommendations and vote:

Recommendation #1. In order to fulfill its mission, the Archive may acquire restricted data as long as the restrictions expire in a specified, finite period of time.

Recommendation to accept number 1. 13 for 1 against.

The first bullet should become part of the preamble since it is part of the Public Law. It is taken care of by Section D. Leaving it in the recommendations it means it is finite. And it could mean it is open to interpretation. This is an attempt to give a positive statement. This Committee thinks the Archive should be allowed to acquire restricted data and it should stand as an agreement (and we have voted on it).

Recommendation #2. Accept restricted data into the Archive only with a sunset clause on every restriction; for example less than the 10-year limit exercised by Congress regarding Landsats 4 and 5 TM data^{1[1]}

Vote on recommendation #2. 13 for 1 opposed (because of his New England heritage).

Recommendation #3. Restricted data subject to royalty arrangements should be avoided.

Vote on recommendation #3. 14 for 0 opposed.

Recommendation #4. Data that do not include ephemeris data, processing parameters, metadata, instrument characteristics, and calibration parameters should be avoided.

Vote on recommendation#4. 13 for 1 opposed.

Recommendation #5. Move to strike but reserve the issue for future debate and put a marker that agreement was not reached even with strong comments. 12 for 2 opposed.

Recommendation #6. Motion to delete the language and accept replacement as a recommendation. 14 for 0 opposed.

Approved: To improve responsiveness to officially designated disasters or for humanitarian assistance, the Archive should negotiate conditions that accommodate unconditional access to, and use of, restricted data by appropriate Government organizations for their response to the emergency event.

Recommendation #7. Move to strike the sentence because there is nothing new and has already been sent to the Secretary. 14 for 0 opposed.

Recommendation #8. The Archive should recommend to NOAA that U.S. commercial systems licensees notify the Archive no less than 12 months prior to purging their data. 14 for 0 opposed.

Recommendation #9. The Archive should establish and maintain processes to encourage non-U.S. Governments and non-U.S. commercial satellite operators/owners to notify the Archive of purge plans. 14 for 0 opposed.

Recommendation #10. Strike the deferred bullet and rewrite what we want to have it say.

Approved: When acquiring restricted data, the Archive shall negotiate as appropriate, its broader use for state, local, and/or tribal government needs. 11 approved, 2 opposed, 1 absentia.

DRAFT Data Policy handed out.

1[1] 15 U.S.C. 4201 (1984).

Copy of White Paper will be ready tomorrow and approved recommendations will be handed out.

Day 3, Friday, April 28, 2000

Recommendations will be referred to after we are all gone and it is important to have the proper words in the recommendations so they will stand up in 10 years.

Add to end of Recommendation #10. Just as with public domain, restricted data should be made available to users in a meaningful manner. 14 for 0 opposed.

Discussion continued on the rest of the white paper with suggested changes.

Vote on White Paper – 12 for 1 absentia

Revisit the paper vote—changing recommendation. 13 for 0 opposed.

Draft Data Policy

(Holm)-Explained changes made to the paper. Tom will put a cover letter on the draft policy and it will go to Lauer, Witmer and to Groat for signature. Witmer will ask for comments from headquarters staff.

(Gabrynowicz)-procedure point—what is in front of use is verbatim. We would recommend that we expand footnote #10. Sentence will come from MacDonald to be added.

Vote on Data Policy 13 for 0 opposed.

We would like to get to lessons learned and where the charter is at.

Lessons Learned

(Adler)-Papers done in advance make the work of the Committee easier. Continue subgroups and targeted work tasks.

(Davidson)-Rotate every other meeting in the DC area so that we can get with the top people and should include them at the meeting.

(Krygiel)-There needs to be a very senior member of the DOI to meet with this Committee. Can be done by a chair or subcommittee member. Doesn't have to be at the same time. Need to brief senior DOI and USGS for every meeting. Advantage of the every meeting doesn't mean every 6 months. That may be too long. The important thing is for the opportunity to let them know what the issues are and it would benefit the Archive to get them involved.

(Holm)-Group was split into technical and policy groups. Recommended that it be discontinued. Getting things done in advance will solve this.

(Krygiel)-When you agree to serve on the Committee you have to attend meetings. This is important to continue. After so many absences you are off.

(Holm)-We will reconsider the charter for 2 more years. Do things adopted by the first Committee go forward to the next meeting?

(Krygiel)-You ought to take the procedures and that should be part of the process in working with the Committee. They can change them if they want to.

(Adler)-People need to know the rules going in.

(Baumgardner)-Is there some procedure that we can do better to ensure that any new recruits will be at the meetings?

(Gabrynowicz)-Invitations were to the person, not the organization. Appointment is by Secretary Babbitt and name specific.

(Krygiel)-Get the names out. The meetings are important and they are very important for the next meeting.

(Gabrynowicz)-The amount of administrative work needs to go to Holm.

(Blount)-No one has used the list servers. This should be part of the meeting.

(Krygiel)-On the minutes—the next AAC should designate a secretary as an official of the Committee. That is different than the chair and vice-chair.

(Gabrynowicz)-The problem is the follow-up.

(Krygiel)-Note taking should continue but there should be someone to do the documentation.

(Bount)-The spotty appearance of the private sector didn't help. We may want to add additional private sector. We need more representatives.

(Adler)-In the charter, we have categories of representation.

(MacDonald)-Attending meetings by the private sector are very difficult. You have to review the charter and keep the balance.

(Shaw)-Need balance between the work items and communication items.

(Holm)-We felt obligated to educate but we have seen this go down. This particular meeting we had very little. We get more done but the people do need to be kept informed.

(Tessar)-Recommend that if there are new members there should be a day of indoctrination. Provide updates ahead of time.

(Adler)-The next first meeting will be like the other first one.

(Krygiel)-Make an effort. Take a percentage of so many new members and old members. Do not lose continuity of the Committee but also get new ideas.

(Holm)-We are looking at 10 retained and 5 replaced. We need retention.

(Blount)-Would it be helpful to target people with authority in the Company but maybe not the President.

(MacDonald)-Somebody that can make policy decisions—Company officer.

(Budge)-Find a means of editing papers.

(Blount)-Continuity items – someone (new) to follow up on the action of the first Committee (gets them familiar and gets people to release papers). Accept the handoff from the previous Committee so first meeting isn't administrative. Set 2-year goal at the first meeting.

(Bethel)-When we recommend policy you have them listed and be more receptive.

Maintain DAAC liaison.

(Gabrynowicz)-We picked 15 (odd number), not too large. We have an ex-officio capacity.

(Blount)-Would it be possible when someone knows they are not going to make the meeting to send a replacement?

(Williams)-We don't want that because we may not get someone who speaks for a Company.

(Krygiel)-The diversity and composition of the Company is very contractual. It is important to have a variety. This balance is really important. Have an ex-official (with the necessary background). Should be preserved or even broadened.

Members should send an email to Holm on list of those to be added to the group.

(Blount)-Let us give you names today for recommended candidates for next 2 years.

(Holm)-This Archive has to better position itself in supporting integrated science. We have to make our data more accessible to science and also relevant.

(Shaw)-We need to focus on higher level national products, MRLC, forge relationship with National Atlas.

Integrated science and national test sites. They are directly tied to the DAAC and the transfer of data needs to be seamless.

(Baumgardner)-GTOS Working Group has been assisting international test sites that have stacks of data. Maybe at the next meeting have someone from that working group come and make a presentation and show where they are in the world and what they have done.

(MacDonald)-There should be links to their web sites and maybe a link from GTOS to Archive.

Charter

(Holm)-I have looked at the Charter and gone over it with Don Lauer. It is very strong and it was written right and will stand the test of time. It doesn't have to be changed. The transmittal letter from Groat to Babbitt is being prepared.

Tentative schedule:	October 25-27, 2000
	April 25-27, 2001
	October
	April

We will continue the October/April times.

Final Recommendations

Preamble that the Committee sees that the Archive follows through on the decisions made.

Build a liaison with other archives throughout the world. Archives should work together on standards.

Add to Recommendations: Recognize that the Archive will become a global data center. Preservation and access. 12 for 0 opposed.

Outreach 12 for 0 opposed.

International leadership role. 12 for 0 opposed.

